NAME

OFFICE ☐☐/☐☐/☐☐☐

ADMINISTRATION DIRECTORATE REVIEW: TRENDS AND HIGHLIGHTS

Evaluation

Course Objective

The objective of this course is to update DDA Carrerists' awareness and understanding of current activities, problems and trends in the Administration Directorate and its components.

1.   Please indicate on the scale below the degree to which the course met its objective.

Slight   Highly
                                                                    Satisfactory

| 1 | 2 | 3 | 4 | 5 | (6) | 7 |

2.   Given your present assignment, what segment of the course did you find most useful?   Least useful?

Records Mgt Program effects all employees. a course including this and other areas followy in on the same problem especially concering FOIAs makes you more aware of your role which may not be now but will

3.   Please describe how the course benefited you.

The course brought you in touch with the overall picture which you tend not to see especially in a service oriented office.

4.   What suggestions do you have for improving this course?

Rearranging the schedule especially since we were unable to meet the Archives record etc. Unfortunately not every one is a good speaker + after long nights

and gives you a more well rounded outlook on the

Least useful to me was the presentation of ODP. Using ODP services daily I was more interested in what was happening rather than a background of the computer you can read about in any book.